

**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION (DBR)
1511 Pontiac Avenue, Bldg. 68-2
Cranston, Rhode Island 02920**

**Division of
Design Professionals BOARD OF EXAMINERS OF
LANDSCAPE ARCHITECTS
MINUTES OF THE MEETING**

DATE: 22 April 2015

**PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room,
Cranston, RI**

**MEMBERS PRESENT: Chair Michael Dowhan, Vice-Chair Steven Pilz,
and Secretary Sara Bradford**

MEMBER ABSENT: Members John Carter and Margaret E. Ryan

OTHERS PRESENT: Mrs. Dawne Broadfield, Board Executive

**(1) CALL TO ORDER – Chair Dowhan called the meeting to order at
2:09 p.m.**

**(2) APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)
Acceptance of the 25 March 2015 Regular Session meeting minutes
were tabled for vote due to Board members not present.**

(3) APPLICATIONS

LA Registration by Reciprocity – PENDING - (RI State Supplemental Exam (RISSE))

1. Walter R. Havener

2. David Miller

3. Stephanie Julie White

Secretary Bradford moved to accept the above three (3) mentioned applicants for reciprocity pending completion of the RI SSE.

Vice-Chair Pilz seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz and Secretary Bradford. Members Carter and Ryan were absent from this vote.

LA Certificate of Authorization (COA) APPLICATIONS:

Initial COA Applications

1. Bruce Meeks

Secretary Bradford moved that due to the irregularities of the Certificate of Authorization Initial Application, the Board asks that he withdraw this application and reapply after completion of the RISSE.

Vice-Chair Pilz seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz and Secretary Bradford. Members Carter and Ryan were absent from this vote.

2. Matunuck Design Group, Inc.

Secretary Bradford moved to “conditionally approve” the Initial COA Application for “Matunuck Design Group, Inc.” pending receipt of the “Certificate of Good Standing from the Rhode Island Secretary of

State's office. Vice-Chair Pilz seconded. After lengthy discussion occurred. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz and Secretary Bradford. Members Carter and Ryan were absent from this vote.

Vice-Chair Pilz moved to send an e-mail to "Clark Farms, Inc." stating that the Board is writing to verify that Mark J. Butler, Jr. is still in responsible charge for the Certificate of Authorization (COA) application currently in effect. Please respond. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz and Secretary Bradford. Members Carter and Ryan were absent from this vote.

Vice-Chair Pilz moved to send an e-mail to Mark J. Butler, Jr. that the Board notes that his Certificate of Authorization (COA) application from 2010 is pending and to please advise the Board if he wishes to proceed or withdraw. Secretary Bradford and Chair Dowhan seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz and Secretary Bradford. Members Carter and Ryan were absent from this vote.

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pBased on the discussion that came out of reviewing the Certificate of Authorization (COA) applications, the Board will add to its next agenda the Certificate of Authorization (COA) Initial and Renewal Applications revisions of the responsible charge language paragraph to be in accordance with the Board's Rules and Regulations.

(4) OLD BUSINESS

1. Rules and Regulations

Chair Dowhan will transmit the most recent draft of the “Rules and Regulations” document for review to the Board members.

1.a. Certificate of Authorization (COA) Application Supplemental Form for the person/people in Responsible Charge

This is tabled until the full Board is present. An “informational bulletin” will be drafted and sent to the registrants notifying them of the responsible charge requirement and who has the responsibility when there is a change in responsible charge. When finalized, it will be e-mailed to all Registered Landscape Architects and posted on the Board’s website.

2. Certificate of Registration (COR) – (For Member Input)

The Board accepted, closed and removed from the agenda.

3. 2015 Legislation

The Department of Business Regulation (DBR) submitted as part of its legislative package to the Governor’s office that the duplicate license fee be removed since licenses are no longer mailed. The Board continued for update.

(5) NEW BUSINESS

1. Cornelius Murphy – Requesting waiver of the re-application and forfeiture of Landscape Architect Registration Examination (L.A.R.E.) exam credits for previously passed exams in accordance with the Rules and Regulations, Section III (A) (6).

Chair Dowhan moved to send a letter to Mr. Murphy that based on his individual circumstances, the Board will waive the requirements of its Rules and Regulations, Section III (A) (6). Vice-Chair Pilz seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz and Secretary Bradford. Members Carter and Ryan were absent from this vote.

2. Next meeting – 27 May 2015

3. Don Grover – The Board received an e-mail from Mr. Grover regarding Initial Licensure. The Board will respond indicating that if he believes that he could meet the Board’s four (4) requirements in full for initial licensure to include education, examination, experience and the RI State Supplemental Examination (RISSE) and refer him to the Sections of Law and Rules and Regulations and the application package at the appropriate links.

(6) CORRESPONDENCE

1. CLARB March 2015 Member Board E-News – The Board noted the “Model Board Pathway” being developed and the new “Exam Eligibility Standard.”

2. RIASLA (Rhode Island American Society of Landscape Architects) – Chapter News – March – April 2015 – So noted.

(7) EXECUTIVE SESSION

The Board will also discuss the following matters in closed session pursuant to RI General Laws §42-46-5(a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct.

There was no executive session agenda. Therefore, the Board did not

convene.

(8) ADJOURNMENT

Chair Dowhan moved to adjourn the meeting at 3:56 p.m. Secretary Bradford seconded. Motion passed, three (3) in favor, two (2) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz and Secretary Bradford. Members Carter and Ryan were absent from this vote.